

Soil and Water Conservation Commission Cost Share Committee
DRAFT Meeting Minutes: March 1, 2013: 8:30am

Teleconference: (919)420-1374

Webinar: <https://agr.ncgovconnect.com/csc/>

Members: Brian Lannon, Vicky Porter, Renee Melvin, Julie Henshaw, Davis Ferguson, Jennie Hauser

Guests: Tom Hill

Draft Agenda

1. Review and approval of January 2013 meeting minutes – approved by consensus

2. Review of draft program accountability policy revisions for consideration

The committee reviewed the following policies and recommends presenting these revised policies at the March 20th commission meeting for consideration. Refer to the website for the revised policies: http://www.ncagr.gov/SWC/commission/cost_share_committee.html

- a. Prohibition of post-approval of contracts
- b. Refunded funds from cost share program contracts
- c. Renovation of an expired BMP
- d. Revision
- e. Special requests
- f. Supplements
- g. Cost share contracts on government owned properties
- h. Spot checks

3. Noncompliance policies

The committee reviewed a first draft of a revised compliance policy. The committee made the following recommendations, and will review further revisions at their next meeting.

- a. Cooperator non-compliance with maintenance requirements for cost share contract
 - i. The committee recommends adding all compliance information including language from the general section in one place – either in one policy or a series of policies so that it can be found in one location in the manual. Some policies will require additional review – either based on commission authority or subject matter experts.
 - ii. Provide Barry Bloch with a copy of the draft compliance procedure document for review prior to the group's next meeting.
 - iii. Expand the information in the box/step format, and then refer back to text when necessary so that the policy is clear and easy to follow.
 - iv. The committee recommends adding a middle step in the compliance process requiring the district to send a second letter at the two week mark if the

cooperator does not contact the office. This letter should reference the requirement to refer the noncompliance case to the AG's office.

- b. Revise the existing template letter for district use.
- c. Draft a sample letter 2 for the middle step described in a. iv above with the next step for AG office referral.
- d. CSPs-2 form proposed new language
 - i. Barry Bloch, with the AG's office, provided new language to describe the repayment requirements with the Department of Agriculture and Consumer Services.
 - ii. Division staff will review commission minutes to see whether contract language changes require commission approval. The new contract language will be presented to the commission either as an action or information item depending on the findings of the minutes.
 - iii. Division staff will ask IT about the timeline required for uploading a revised contract document into IBEAM to determine the effective date of the new contract language.
- e. Reporting of animal waste management violations policy
 - i. The committee directed staff to draft revisions shortening the amount of background information, referencing legislation and reviewing district steps.
 - ii. Ask animal waste tech services staff to review policy revisions in advance of the next meeting.

4. Conservation planning subcommittee

The committee discussed the formation of a conservation planning subcommittee. This group will be coordinated by Kelly Ibrahim, ACSP Program Manager, and include a commission member, two district employees (one coastal, one piedmont), and an NRCS representative. This group will be tasked with drafting a commission policy regarding conservation planning for all commission cost share programs and creating a checklist specific to each current program. This group will be meeting through teleconference/webinar, and will pull information from current agreements and past guidance distributed to districts. This topic was introduced at the November 2011 commission meeting, and the following text is from the approved meeting minutes: *Chairman West appointed Commissioner Bill Yarborough to serve on the subcommittee to develop a planning policy for Commission Cost Share Programs.* Jennie Hauser asked to be included in the meeting distribution list.

Updates from this subcommittee will be presented at upcoming committee meetings.

5. Technical Assistance Survey Update

Vicky Porter distributed the final version of the technical assistance survey through the district listserv on February 24th. The survey is being announced at all area meetings, and the timeline approved at the last committee meeting is being followed. As of March 1st, approximately 15 surveys have been received. Updates will be provided to the commission as included in the approved timeline. The survey and a spreadsheet summary of responses including type of

respondent and geographic area as of March 8th (commission mail date) will be shared at the March commission meeting.

6. Program Development & Eligibility Policies – tabled due to time constraints.
 - a. Introducing new or revised BMPs to cost share programs
 - b. New and expanded operations
 - c. Policy on program outreach
 - d. Use of cost share program funds on new site (not new operation)
 - e. Commission guidance for .0200 certified operations
 - f. Supplemental allocation of cost share financial assistance

7. Set next meeting date: look for a doodle poll for dates in early April.